



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

January 28, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Western Hemisphere Institute for Security Cooperation Board of Visitors*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Western Hemisphere Institute for Security Cooperation Board of Visitors* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended, 10 U.S.C. § 2166(e) and in accordance with 41 CFR § 102-3.50(a).

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is positioned above the printed name.

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

Attachment
Proposed Charter

CHARTER
WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION BOARD OF
VISITORS

1. Committee's Official Designation: The Committee shall be known as the Western Hemisphere Institute for Security Cooperation Board of Visitors (hereafter referred to as the Board).
2. Authority: The Secretary of Defense, under the provision of the 10 U.S.C. § 2166(e), as amended, and the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: The Board shall examine and advise on overall management and governance of the Department of Defense.
4. Description of Duties: The Board shall provide the Secretary of Defense, through the Secretary of the Army, independent advice and recommendations on matters pertaining to the operations and management of the Institute. Under the provisions of 10 U.S.C. § 2166 (e), the Board shall:
 - a. Inquire into the curriculum instruction, physical equipment, fiscal affairs, and academic methods of the Institute; other matters relating to the Institute that the Board decides to consider; and any other matter that the Secretary of Defense determines appropriate.
 - b. Review the curriculum to determine whether it adheres to U.S. doctrine, complies with applicable U.S. laws and regulations, and is consistent with U.S. policy goals toward the Western Hemisphere.
 - c. Determine whether the Institute emphasizes human right, including the rule of law, due process, civilian control of the military, and the role of the military in a democratic society.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Secretary of Army.
6. Support: The Department of Defense, through the Secretary of the Army, shall provide administrative support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirement of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

Additional information and assistance, as required, may be obtained from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support is approximately \$179,000.00 and 1.25 full-time equivalents (FTE).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all meetings, however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.
9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Board meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon recession of 10 U.S.C. § 2166(e).
12. Membership and Designation: As prescribed by 10 U.S.C. § 2166(e)(1), as amended, the Board will be composed of no less than 14 members:
 - a. two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or their designees);
 - b. two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or their designees);
 - c. one person designated by the Secretary of State; the senior military officer responsible for training and education in the U.S. Army (or designee); the commanders of the combatant commands with geographic responsibility for the Western Hemisphere (or designee); and
 - d. six persons designated by the Secretary of Defense, including, to the extent practicable, persons from academia, religious institutions, and human rights communities.

Board members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. Board members appointed by the Secretary of Defense shall be appointed for a 2-year term, which may be extended for an additional term of 2-years. Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees.

With the exception of travel and per diem for official travel, Board Members shall serve without compensation.

Whenever possible, appointments shall be staggered to avoid complete turnover of Board's Members at any one time. In addition, the Board may be assisted by non-voting subject matter experts or consultants. These consultants are designated at the request of the Board by the Secretary of the Army with the concurrence of the Secretary of Defense.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: